



## Wichita Police Department Policy Manual

Approved by:

### Policy 702 - Correspondence

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Maintained by:

Administrative Services

Issue/Rev.: R 06-15-2009

702.01 Special Orders and Administrative Orders shall be issued for one (1) or more of the following purposes:

A. Special Orders

1. To establish policy or procedures with regard to a specific circumstance which is of a self-canceling, short-term nature.
2. To establish temporary policy or procedure, below Departmental level, which applies only to a specific segment or activity of the Department.

B. Administrative Orders

1. To announce promotions, appointments, assignments, transfers, demotions and awards.

702.02 Authority to issue Special Orders and Administrative Orders shall be limited to the following personnel:

- A. Chief of Police.
- B. Division Commander, when the order applies only to his/her command.

702.03 FORMAT FOR SPECIAL ORDERS AND ADMINISTRATIVE ORDERS:

Formats for Special Orders and Administrative Orders are as follows:

A. **Special Order issued by the Chief of Police:**

THE CITY OF WICHITA DATE  
WICHITA POLICE DEPARTMENT  
OFFICE OF: CHIEF OF POLICE SPECIAL ORDER YR-#

B. **Special Order issued by a Division Commander:**

THE CITY OF WICHITA DATE  
WICHITA POLICE DEPARTMENT  
OFFICE OF: COMMANDING OFFICER SPECIAL ORDER #  
FIELD SERVICES DIVISION

C. **Administrative Orders issued by the Chief of Police:**

1. In addition to the format below, Administrative Orders will be written using the approved header maintained in the police shared folder and the Wichita Police Department Intranet secured site. (see 702.16)

THE CITY OF WICHITA                      DATE  
OFFICE OF THE CHIEF OF POLICE      ADMINISTRATIVE ORDER YR-#

D. **Administrative Orders issued by a Division Commander:**

1. In addition to the format below, Administrative Orders will be written using the approved header maintained in the police shared folder and the Wichita Police Department Intranet secured site. (see 702.16)

THE CITY OF WICHITA                      DATE  
FIELD SERVICES DIVISION              ADMINISTRATIVE ORDER -#

702.04 The Office of the Chief of Police shall issue a control number on all Special Orders and Administrative Orders originating from his/her office. The control number will consist of the last two (2) digits of the calendar year in which the order was issued, followed by the order's sequential number of issuance within that year, separated by a hyphen.

702.05 All Special Orders and Administrative Orders issued by the Office of the Chief of Police shall be maintained in a master file.

702.06 Special Orders and Administrative Orders issued by a Division Commander shall be numbered only with the sequential number of the order. Division Commanders issuing Special Orders or Administrative Orders shall ensure that their directives are not in conflict with those of higher command.

- 702.07 Commanding Officers authorized to issue Special Orders or Administrative Orders shall maintain a master file, including an index, of such directives issued by their commands, as well as all directives published by higher levels of command.
- 702.08 The authority of the issuing command to rescind directives is restricted to those which were issued under that command.
- 702.09 Any directive which affects Department policy(s) or procedure(s), and proves to be of a lasting and Department-wide nature, shall be written into the Wichita Police Department Policies and Regulations Manual. The directive shall then be rescinded.
- 702.10 Each supervisor shall be responsible for dissemination of each published order to all members of his/her command who are designated to receive a copy of the order. Supervisors shall ensure that the intent and purpose of each order is achieved.
- 702.11 **BLUE LETTERS:**  
R A blue letter is a correspondence between the Police Department and any other department or unit of City Government. A blue letter shall contain a signature block at its conclusion; only the Chief of Police, Division, and Bureau Commanders may sign blue letters. An approval block, one line below the identification line [see Section 702.15] and flush with the left margin, shall appear on all blue letters signed by Bureau Commanders. Such a block must be signed by the appropriate Division Commander.
- 702.12 **BUSINESS LETTERS:**  
Business letters shall be used to correspond with individuals, businesses, law enforcement agencies, and other entities. Business letters will be written only on official City of Wichita Police Department stationery. The signature block of the employee signing a business letter will be located immediately below the signature block of the Chief of Police. Business letters concerning routine or recurring matters do not require the Chief's signature block. Bureau and Division Commanders are responsible for monitoring the use of business letters by all employees, to ensure their accuracy and appropriateness.
- 702.13 **OFFICER'S REPORTS:**  
Officer's Reports shall be used for correspondence among members of the Department. They are used to convey information, to make requests between individuals and/or units, to request a transfer, and other similar applications. The format for an Officer's Report shall be as follows:
- OFFICER'S REPORT                      DATE                      RANK, NAME AND ID#
- ATTENTION: (PERSON TO WHOM THE REPORT IS DIRECTED)
- SUBJECT: (TOPIC DISCUSSED IN REPORT)
- The author's signature block, which appears at the end of the report, shall include name and ID number, rank [if commissioned], section assigned, and the time/date.
- All officers' reports will be sent through the chain of command and shall be forwarded to the person to whom the report is directed. If the officer's report is misdirected, a Bureau Commander may redirect it.
- 702.14 An identification line shall be placed on correspondence and will be flush with the left margin and one (1) line below the last line of the signature block. The identification line shall contain the initials of the Department member signing the document [in capital letters] and the initials of the typist who prepared it [in lower-case letters], separated by a colon; for example, NDW:jm. When someone other than the person signing the document is the author of the document, the initial of the author's last name shall be placed in the form of a capital letter before the typist's initials; for example, NDW:Hjm.
- 702.15 A distribution block shall be placed one (1) line below the identification line and flush with the left margin on all correspondence. Blue letters, business letters, and Officer's Reports are distributed as instructed by the author of the letter/report
- 702.16 Administrative Orders shall be distributed electronically and will be maintained in the police shared folder on the Wichita Police Department Intranet secured site. Those Divisions, Bureaus, or Sections needing a hard copy shall be responsible for printing out their own copy for filing or posting purposes.